Central Accounting Database Inquiry (CADI)

PUBLICATION CATEGORY
Research and Inquiry

PROCEDURE MANUAL
Central Accounting Database Inquiry (CADI)

Table of Contents

Latest Update Information

The following change has been made to the Central Accounting Database Inquiry (CADI) procedure:

Section	Description of Change
CADI	This procedure has been reviewed as part of the annual review process and no changes are required.

System Overview

The Central Accounting Database Inquiry (CADI) is an online database management system of the United States Department of Agriculture (USDA). CADI provides users direct access to budget cost reporting data processed through the Central Accounting System's Budget Cost System (BUDG).

BUDG is a financial reporting system that captures detailed accounting data from Administrative Payments, Billings and Collections, and Budgetary Systems and updates the data into the BUDG master files. Information received through BUDG is loaded into an integrated database and updated weekly to reflect the most current financial data. Via remote terminals, users are able to query CADI for specific data applicable to their organizations.

CADI provides an automated Funds Control feature which records projected Agency cost data and National Finance Center (NFC) official data that has been processed by the Central Accounting System (CAS).

Within Funds Control is the Salaries and Benefits feature. This feature provides reports based on actual CAS payroll/personnel data. These reports are available to view employee status, earnings by pay period, the payroll exceptions, and a list of employees currently on the Payroll/Personnel System database. It also enables the Agency to execute current year projections and request a status of funds reporting including projection data.

For questions about NFC processing, authorized Servicing Personnel Office representatives should contact the NFC Contact Center at **1-855-NFC-4GOV (1-855-632-4468)** or via the Internet using the Requester Console.

This section includes the following topics:

System Access

To access CADI, you must: (1) have authorized security clearance and (2) use a computer that is connected to the mainframe computer located at NFC. Agencies must request access to CADI through their NFC Agency security officer (ASO).

System Design

CADI is designed with menu and key-field selections. The menu lists options with a field for selecting the option. The system also uses program function (PF) keys for selecting certain functions and screens.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit error message is displayed at the bottom of the screen. All errors must be corrected before the database is updated.

Function Keys

The PF keys are used to access CADI options. How these keys are identified depends on the equipment being used. Other function keys include **Enter**, **Clear**, and **Tab**. For detailed instructions on your equipment usage, see the appropriate manufacturer's operating guide. The functions of applicable PF keys are displayed at the bottom of each screen.

Sign-On Instructions

To access this system, you must:

1. Sign on to the NFC Mainframe. The NFC Mainframe Warning screen is displayed.
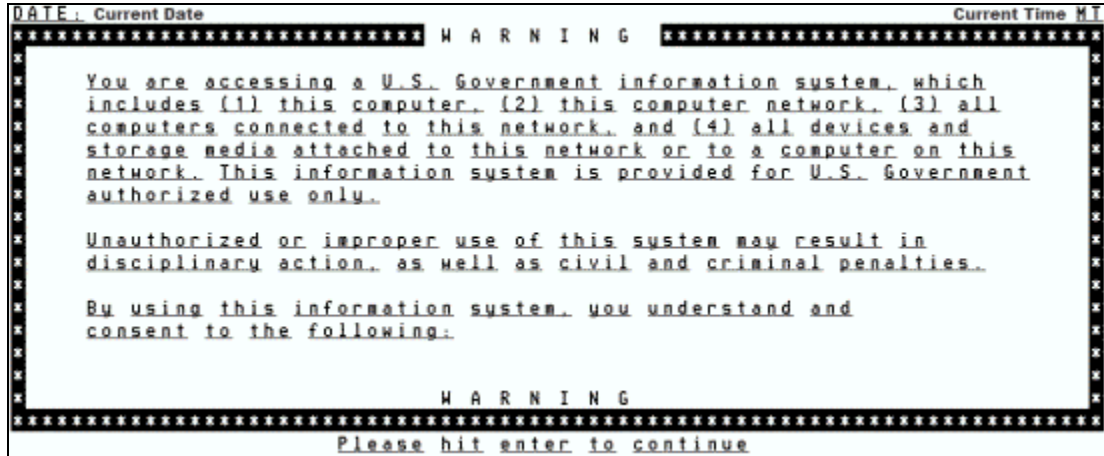

Figure 1: NFC Mainframe Warning Screen

2. Press **Enter** to display the NFC banner screen.

Figure 2: NFC Banner Screen

3. Complete the fields as described below.

   Enter User ID

   Password

   New Password?

   Enter Application Name

4. At the CL/SUPERSESSION Main Menu screen:

   - Press **F8** to scroll through the Session IDs until the appropriate Session ID appears.

- **Tab** until the cursor is located on the line next to the Session ID.

- Press **Enter**.

> **OR**

- Press **F9** to bring the cursor to the Command Line at the bottom of the screen and retrieve a specific Session ID.

- Type **s**.

- Press the **space bar** once.

- Type the Session ID acronym.

- Press **Enter**. See screen below for an example. The applicable system is displayed.

```
_____   Actions  Options  Commands  Features  Help
--------------------------------------------------------------------------------
KLSVSEL1                     CL/SUPERSESSION Main Menu                 More:   +

Select sessions with the ENTER key or use a "/"
        to display an action code.
   Session ID  Description                            Type       Status
   ----------  ------------------------------         --------   -------------
 _  IDMS05      IDMS05                                 Multi
 _  PINQ05      IDMS05                                 Multi
 _  ABCOINQ     IDMS03                                 Multi
 _  ABCO        IDMS03                                 Multi
 _  $DB2        TSOB $DB2     TSOB   PROC($DB2         Multi
 _  $ORACLE     TSOA                                   Multi
 _  $ORACLEA    TSOA                                   Multi
 _  $SPFA       TSOA $SPFA    TSOA   PROC($SPF         Multi
 _  $SPFAV2     TSOA $SPFAV2  TSOA   PROC($SPF         Multi
 _  $SPFB       TSOB $SPFB    TSOB   PROC($SPF         Multi
 _  $SPFBV2     TSOB $SPFBV2  TSOB   PROC($SPF         Multi
 _  $SPFC       TSOC $SPFC    TSOC   PROC($SPF         Multi


TSS7030I Password Changed
Command ===>                                          SYSB/T30N6447
Enter  F1=Help  F3=Exit  F5=Refresh  F8=Fwd  F9=Retrieve  F10=Action
```
Figure 3: CL/SUPERSESSION Main Menu Screen

```
_____   Actions  Options  Commands  Features  Help
--------------------------------------------------------------------------------
KLSVSEL1                     CL/SUPERSESSION Main Menu                 More:   +

Select sessions with the ENTER key or use a "/"
        to display an action code.
   Session ID  Description                            Type       Status
   ----------  ------------------------------         --------   -------------
 _  IDMS05      IDMS05                                 Multi
 _  PINQ05      IDMS05                                 Multi
 _  ABCOINQ     IDMS03                                 Multi
 _  ABCO        IDMS03                                 Multi
 _  $DB2        TSOB $DB2     TSOB   PROC($DB2         Multi
 _  $ORACLE     TSOA                                   Multi
 _  $ORACLEA    TSOA                                   Multi
 _  $SPFA       TSOA $SPFA    TSOA   PROC($SPF         Multi
 _  $SPFAV2     TSOA $SPFAV2  TSOA   PROC($SPF         Multi
 _  $SPFB       TSOB $SPFB    TSOB   PROC($SPF         Multi
 _  $SPFBV2     TSOB $SPFBV2  TSOB   PROC($SPF         Multi
 _  $SPFC       TSOC $SPFC    TSOC   PROC($SPF         Multi


Command ===> s TMGT                                   SYSB/T30N6447
Enter  F1=Help  F3=Exit  F5=Refresh  F8=Fwd  F9=Retrieve  F10=Action
```
Figure 4: CL/SUPERSESSION Main Menu Screen (Session ID Displayed)

Signoff Instructions

Follow the signoff-screen prompts at the bottom of the screen to exit the system or to return to the CL/SUPERSESSION Main Menu screen.

Figure 5: CL/SUPERSESSION Main Menu Screen

1. At the CL/SUPERSESSION Main Menu screen, press **F3**. The Exit Menu popup is displayed.

2. Position the cursor in front of Exit and press **Enter** to exit and terminate the CL/SUPERSESSION.

    OR

    Position the cursor in front of Resume and press **Enter** to exit the application without terminating the CL/SUPERSESSION Main Menu screen.

Change Your Password

To Change Your Password:

1. Type "**Y**" next to the New Password? prompt on the NFC banner screen.

```
===============================================================================
== CURRENT DATE              SNX32703              T30N6447            PF1=HELP   ==
===============================================================================
==                NN      NN        FFFFFFFF        CCCCCCCC              ==
==                NNN     NN        FFFFFFFF        CCCCCCCC              ==
==                NNNN    NN          FF              CCC                 ==
==              NN NN NN             FFFFFFFF         CCC                 ==
==              NN   NNNN            FFFFFFF          CCC                 ==
==            NN     NNN             FF            CCCCCCCC               ==
==            NN     NN              FF            CCCCCCCCC              ==
==  =========================================================  ==
==  =========      National Finance Center           =========   ==
==  ==========    Office of the Chief Financial Officer   ==========  ==
==  =========   United States Department of Agriculture   ========   ==
==  =========================================================  ==
==                    For Authorized Use Only                ==
==  ENTER USER ID =          PASSWORD =          NEW PASSWORD?  Y       ==
==                                                             (Y or N)  ==
==    ENTER APPLICATION NAME =           OR PRESS ENTER FOR MENU        ==
==                                                                       ==
==                                                                       ==
==                                                                       ==
==                                                                       ==
===============================================================================
```

Figure 6: NFC Banner Screen (with New Password? prompt set to Y)

2. Press the **Enter** key. The Change Password screen appears.

```
-------------------------------------------------------------------
   KLGNPWD1                Change Password

        Type in your new password twice, and press ENTER.

                  Enter new password.......
                  Verify new password......


   Command ===>
   Enter  F1=Help  F3=Exit  F12=Cancel
-------------------------------------------------------------------
```

Figure 7: Change Password Screen

3. Enter the new password.

4. Verify the new password. Once you have entered your new password and verified it, the system will display another screen stating that the password was changed. See screen below.

Note: Your password can only be changed once per day. Before your password expires, you will be prompted to enter a new password.

```
TSS7030I Password Changed




 Press ENTER to continue
```

Figure 8: Password Changed Verification Screen

CADI Selection Menu

After you access CADI, the CADI Selection Menu screen is displayed.

```
 *******  *******  *****   *******   CENTRAL ACCOUNTING DATABASE INQUIRY
    *        *     * *      *    *
    *      *******  *       *    *           NATIONAL  FINANCE  CENTER
    *      *     *  * *      *    *     OFFICE OF THE CHIEF FINANCIAL OFFICER
 *******  *     *  * ******  *******

                                           SELECTION   MENU
 AGENCY     SELECT     REPORT/SYSTEM CODE

   F U N D S   C O N T R O L
    1. INPUT DOCUMENTS                               2. REPORTS



   B U D G E T   C O S T   M A S T E R    R E P O R T I N G
     6. AGENCY SPECIFIC REPORTS                      7. AD HOC INQUIRY




                         FOR AUTHORIZED USE ONLY

     ENTER = SEND                                 CLEAR = TERMINATE
```

Figure 9: CADI Selection Menu Screen

Each option provides a menu of more specific options. Below is a brief description.

Selection Menu	Description/Instruction
Agency	Type the Agency code.
Select	Type the option number.
Report/System Code	Leave blank.
Funds Control	**Description/Instruction**
1. Input Documents	Add, change, or delete line items for Projections and Salaries and Benefits.
2. Reports	Generate and view the reports available in Projection and Salaries and Benefits.
Budget Cost Master Reporting	**Description/Instruction**
6. Agency Specific Reports	Generate Agency-specific reports depending on the Agency's requirements.
7. Ad Hoc Inquiry	Display master accounting records as of the last end-of-month update or as of the last weekly update.

Projections

Note: Only Agencies using Salaries and Benefits and Projection will have access to this option.

Projections provides a menu of options which can be used to add, change, or delete known, unknown, or anticipated payroll/personnel actions within Projections and Salaries and Benefits for the unpaid pay periods. Updates related to the Social Security number (SSN) will be used to revise the Projections Reports for the current fiscal year.

Once an effective date or end date is met, the information will not be included in the Projections Report since the payroll/personnel action should have been processed through CAS.

To Select This Option:

1. Type the Agency code at the **Agency** prompt and **1** at the **Select** prompt from the CADI Selection Menu screen.

2. Press **Enter**. The Input Document Menu screen is displayed.

```
                          INPUT DOCUMENT MENU

        DOCUMENT    DOCUMENT
        CODE        TITLE



     1. PRO   PROJECTIONS
     2. SB    SALARIES AND BENEFITS





        ENTER DOCUMENT CODE   1




      CLEAR=EXIT          ENTER=SEND          PF1=MAIN MENU          PF3=REFRESH
```

Figure 10: Input Document Menu Screen

3. From the Input Document Menu screen type **1** at the **Enter Document Code** prompt.

4. Press **Enter**. The Projections - Document Menu screen is displayed.

```
              FUNDS CONTROL SYSTEM - PROJECTIONS
                 PROJECTIONS - DOCUMENT MENU
     DOCUMENT    DOCUMENT
      CODE       TITLE

  1. ADD       ADDS                          15.IRD   IRREGULAR TOUR OF DUTY
  2. AWR       AWARDS
  3. PRO       PROMOTIONS
  4. SEP       SEPARATIONS
  5. OVR       OVERTIME
  6. POS       POSITION TITLE
  7. WOP       LEAVE WITHOUT PAY
  8. WGI       WGI
  9. SET       SETTLEMENTS
  10.AOC       ADJUSTMENTS FOR OBJECT CLASSES
  11.ASP       ADJUSTMENTS FOR SPECIAL PROJECTS
  12.BOB       BODIES ON BOARD
  13.SYA       STAFF YEARS ALLOCATION
  14.ASA       ALLOCATE SPLIT ACCOUNTING
       ENTER DOCUMENT CODE:                      ENTER ORG:


  ENTER NEW REQUEST INFORMATION - HIT THE PF3 KEY BEFORE CHANGING REPORT CODES
   CLEAR=EXIT    ENTER=SEND    PF1=MAIN MENU    PF2=PRIOR MENU    PF3=REFRESH
```

Figure 11: Projections - Document Menu Screen

Below is a brief description of each option. Detailed instructions are provided in the following pages under the heading for each option:

Document Code and Title	Description/Instruction
1. ADD - Adds	Establishes employees in Projections and Salaries and Benefits that are not on the Payroll/Personnel System database.
2. AWR - Awards	Allows entry of awards information for employees established on the Payroll/Personnel System database.
3. PRO - Promotions	Allows entry of promotion information for employees established on the Payroll/Personnel System database.
4. SEP - Separations	Allows entry of separation information for employees established on the Payroll/Personnel System database.
5. OVR - Overtime	Allows entry of overtime information for employees established on the Payroll/Personnel System database.
6. POS - Position Title	Allows changes to position title information for employees established on the Payroll/Personnel System database. (Only informational, reports are not affected.)
7. WOP - Leave Without Pay	Allows entry of leave without pay information for employees established on the Payroll/Personnel System database. (Only informational, reports are not affected.)
8. WGI - Within Grade Increase	Overrides the scheduled within-grade increase (WGI) for employees established on the Payroll/Personnel System database.

Document Code and Title	Description/Instruction
9. SET - Settlements	Allows entry of settlement information for employees established on the Payroll/Personnel System database. Note: Lump sum information is not included in the Projections Report.
10. AOC - Adjustments for Object Classes	Allows entry of Managers Projections data for travel, training, or all other object classes (excluding salary and benefit object classes). Note: This information is not used in the Projections Report, but is used in the Managers Projections Reports.
11. ASP - Adjustments for Special Projects	Allows entry of projection data for special projects. Note: This information is not used in the Projections Report, but is used in the Managers Projections Reports.
12. BOB - Bodies on Board	Allows changes to the number of employees assigned to an organization. (For informational purposes only, reports are not affected.)
13. SYA - Staff Years Allocation	Allows entry of staff year allocation. Note: This is not reflected in the Projections Reports. (For informational purposes only.)
14. ASA - Allocate Split Accounting	Designates up to 10 accounting lines with the correlating percent distribution. This information is used in the Projections Report.
15. IRD - Irregular Tour of Duty	This option is not available.
Enter Document Code:	Enter the document code number or name and press **Enter**.
Enter ORG:	Enter the organization code and press **Enter**.

This section includes the following topics:

Adds

Adds is Option 1 on the Projections - Document Menu screen. This option is used to add employees that are currently not on the Payroll/Personnel System database. After the Projection Report is executed, this information is used to update the status of funds. After data is added, the information can be inquired by name or SSN.

Note: Individuals currently on the Payroll/Personnel System database cannot be inquired on this screen.

To Select This Option:

1. Type **1** or **ADD** at the **Enter Document Code** prompt.

2. Enter the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen.

3. Press **Enter**. The Adds screen is displayed.

```
                         ADDS                 STATUS: _____

    ACCTG CODE:  _____


   _____  _____  _    _____
   LAST              FIRST          MI    SOCIAL SECURITY NUMBER

   (SELECT ONE ACTIVITY CODE: X)  KNOWN: _  UNKNOWN: _  ANTICIPATED: _
   PAY PLAN: __    SERIES: ____   GRADE/STEP: 00  __    EFFECTIVE DATE: MMDDYY
   BASE CONTRACT SALARY: _____   EMPLOYMENT CEILING:    (Y OR N)
   POSITION TITLE: _____
   PAY DIFFERENTIAL: _  (Y OR N)           HOURS PER PAY PERIOD: ___
   TYPE OF EMPLOYMENT: (SELECT ONE: X) FULL TIME _  PART TIME _  INTERMITTENT _
   RETIREMENT COVERAGE CODE: (SELECT ONE: X) FERS _  CSR _  TEMP _  STUDENT AID _


   COMPRESSED WORK SCHEDULE: _  (Y/N)
      S   M   T   W  TH   F   S   S   M   T   W  TH   F   S

     __  __  __  __  __  __  __  __  __  __  __  __  __  __



   TO INQUIRY - PLEASE ENTER FULL NAME AND ACTIVTY CODE, OR SSN AND ACTIVITY CO
       ENTER=INQUIRY       PF1=MAIN MENU       PF3=REFRESH       PF6=CHANGE
       CLEAR=EXIT          PF2=PRIOR MENU      PF5=DELETE        PF9=ADD
```

Figure 12: Adds Screen

4. Complete the fields as follows:

Field	Description/Instruction
Status:	Generated by system.
Acctg Code:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Last	Type the employee's last name. If a partial name is entered during inquiry, a select screen will be provided. Otherwise, the next record will be displayed. If a name is unknown, enter the position description.
First	Type the employee's first name.
MI	Type the employee's middle initial.
Social Security Number	Type the employee's SSN, without spaces or dashes. Unique numbering is to be used for each entry and it cannot be reused.
Select One Activity Code:	Type **X** to indicate **Known**, **Unknown**, or **Anticipated**.
Pay Plan:	Type the pay plan; e.g., **GS**, **GM**, **ES**, **EX**.
Series:	Type the job series.
Grade/Step:	Type the grade/step.

Field	Description/Instruction
Effective Date	Type the effective date (mm/dd/yy); usually the beginning of a pay period.
Base Contract Salary:	Type the total base contract salary and the locality amount.
Employment Ceiling :	Defaults to **Y** (yes) indicating the employee will be included in ceiling. Type **N** (no) if the employee is under a hiring program such as summer aide, worker trainee, or stay in school.
Position Title:	Type the position title.
Pay Differential:	Defaults to **N** (No) indicating that no pay differential is authorized. Type **Y** (yes) if pay differential is authorized. Note: Pay differential default is 8 percent.
Hours Per Pay Period:	Type the hours to be worked per pay period.
Type of Employment:	Type **X** to indicate full time, part time, or intermittent.
Retirement Coverage Code:	Type **X** to indicate **FERS**, **CSRS**, **TEMP**, or **Student Aid**.
Compressed Work Schedule:	Defaults to **N** (No). Type **Y** (yes) if it is a compressed work schedule and enter the daily hours to be worked.

After completing all fields, the following options are available:

Step	Description
Add the record	Press **PF9** to add the record.
Query the record	Type the SSN, select the activity code, then press **Enter**.

Step	Description
Add the record	Press **PF9** to add the record.
Change the record	Query the record and press **Tab** to the field to be changed. Type the correct information and repeat until all fields are changed. Press **PF6**. Note: The name and the SSN cannot be changed.
Delete the record	Query the record and press **PF5**.

Awards

Awards is Option 2 on the Projections - Document Menu screen. This option is used to add awards not yet processed by CAS.

Note: This screen is for employees on the Payroll/Personnel System database.

To Select This Option:

1. Type **2** or **AWR** at the **Enter Document Code** prompt.

2. Enter the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen.

3. Press **Enter**. The Awards screen is displayed.

```
                              AWARDS

    ACCTG CODE:  _____


    _____  _____  _          SSN: _____
    LAST              FIRST        MI

    AMOUNT OF AWARD: _____          OBJECT CLASS: ____

                    EFFECTIVE DATE: MMDDYY






    ENTER NAME OR SSNO AND HIT ENTER KEY
        ENTER=INQUIRY        PF1=MAIN MENU      PF3=REFRESH      PF6=CHANGE/REOPEN
        CLEAR=EXIT           PF2=PRIOR MENU     PF5=DELETE       PF9=ADD
```

Figure 13: Awards Screen

4. Complete the fields as follows:

Field	Instruction
Acctg Code:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Last	Type the employee's last name.
First	Type the employee's first name.
MI	Type the employee's middle initial.
SSN:	Type the employee's SSN without spaces or dashes.
Amount of Award:	Type the gross amount of the award.
Object Class:	Type the object class code.
Effective Date:	Type the effective date (mm/dd/yy).

After completing all fields, the following options are available:

Step	Description
Add the record	Press **PF9** to add the record.

Step	Description
Query the record	Type the name or SSN. Press **Enter**.
Change the record	Query the record and press **Tab** to the field to be changed. Type the correct information and repeat until all fields are changed. Press **PF6**.
Delete the record	Query the record and press **PF5**.

Promotions

Promotions is Option 3 on the Projections - Document Menu screen. This option is used to enter promotion information for employees established on the Payroll/Personnel System database. Temporary promotions and Quality Step Increases can also be entered on this screen.

To Select This Option:

1. Type **3** or **PRO** at the **Enter Document Code** prompt.

2. Enter the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen.

3. Press **Enter**. The Promotions screen is displayed.

```
                              PROMOTIONS
    ACCTG CODE:  _____



    _____  _____  _
    LAST              FIRST        MI            SSN: _____


    EFFECTIVE DATE: 000000   EFFECTIVE END DATE: 010000   PAY PLAN: __
                    MMDDYY                       MMDDYY     SERIES: ____
                                                        GRADE/STEP: __  __


         POSITION TITLE:  _____

    BASE CONTRACT SALARY:  _____

    ENTER NAME OR SSNO; THEN HIT ENTER KEY
        ENTER=INQUIRY     PF1=MAIN MENU     PF3=REFRESH      PF6=CHANGE/REOPEN
        CLEAR=EXIT        PF2=PRIOR MENU    PF5=DELETE       PF9=ADD
```

Figure 14: Promotions Screen

4. Complete the fields as follows:

Field	Description/Instruction
Acctg Code:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Last	Type the employee's last name. The system generates the last name after the SSN is entered.
First	Type the employee's first name. The system generates the first name after the SSN is entered.
MI	Type the employee's middle initial, if applicable. The system generates the middle initial after the SSN is entered.
SSN:	Type the employee's SSN without spaces or dashes. Press **Enter**. The system will populate the Name, Pay Plan, Series, Grade/Step, and Base Contract Salary fields from the Payroll Personnel System database.
Effective Date:	Type the effective start date (mm/dd/yy).
Effective End Date:	Type the effective end date (mm/dd/yy).
Pay Plan:	Generated by system.
Series:	Generated by system.
Grade/Step:	Generated by system.
Position Title:	Type the official position title.
Base Contract Salary:	Generated by system based on the SSN entered. If appropriate, you may change the basic contract salary by entering the new salary amount. Enter the new salary amount in whole dollars without the zeros and without commas. Example: Type 59565 for 59,565.00.

After completing all fields, the following options are available:

Step	Description
Add the record	Press **PF9** to add the record.
Query the record	Type the name or SSN. Press **Enter**.
Change the record	Query the record and press **Tab** to the field to be changed. Type the correct information and repeat until all fields are changed. Press **PF6**. The message *Record Has Been Changed - PF3 For Next Request* is displayed at the bottom of the screen.
Delete the record	Query the record and press **PF5**.

Separations

Separations is Option 4 on the Projections - Document Menu screen. This option is used to enter projected separation information for employees established on the Payroll/Personnel System database.

To Select This Option:

1. Type **4** or **SEP** at the **Enter Document Code** prompt.

2. Enter the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen.

3. Press **Enter**. The Separations screen is displayed.

```
                              SEPARATIONS

   ACCTG CODE: _____     STATUS: _____


   (SELECT ONE "X")   RESIGNATION: _  RETIREMENT: _  TRANSFER: _


   _____  _____ _           000000000
   LAST              FIRST        MI          SSN

                        EFFECTIVE DATE: MMDDYY


                        HOURLY        ESTIMATED              ESTIMATED
               HOURS     RATE      FRINGE BENEFITS            AMOUNT
                                       AMOUNT
   ANN  LV BAL. _____.00   X  _____           .00  =  _____.00
   COMP LV BAL. _____.00   X  _____           .00  =  _____.00


                                              TOTAL: _____
   ENTER ALL REQUIRED FIELDS - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT
       ENTER=INQUIRY        PF1=MAIN MENU       PF3=REFRESH       PF6=CHANGE
       CLEAR=EXIT           PF2=PRIOR MENU      PF5=DELETE        PF9=ADD
```

Figure 15: Separations Screen

4. Complete the fields as follows:

Field	Description/Instruction
Acctg Code:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Status:	Generated by system.
Select One "X"	Type **X** next to **Resignation:**, **Retirement:**, or **Transfer:**.

Field	Description/Instruction
Last	Generated by system when the SSN is entered.
First	Generated by system when the SSN is entered.
MI	Generated by system when the SSN is entered.
SSN	Type the employee's SSN without spaces or dashes. Press **Enter**. The system will populate the Name and the Ann Lv Bal fields from the Payroll Personnel System database.
Effective Date:	Type the separation date (mm/dd/yy).
Hours	Generated by system.
Hourly Rate	Generated by system.
Estimated Fringe Benefits Amount	Generated by system.
Estimated Amount	Generated by system when the record is added.
Ann Lv Bal.	Generated by system.
Comp Lv Bal.	Generated by system.
Total:	Generated by system based on the sum total of the Ann Lv Bal., Comp Lv Bal., and Estimated Fringe Benefits Amount.

After completing all fields, the following options are available:

Step	Description
Add the record	Press **PF9** to add the record.
Query the record	Type the name or SSN. Press **Enter**.
Change the record	Query the record and press **Tab** to the field to be changed. Type the correct information and repeat until all fields are changed. Press **PF6**.
Delete the record	Query the record and press **PF5**.

Overtime

Overtime is Option 5 on the Projections - Document Menu screen. This option is used to enter projected overtime for employees established on the Payroll/Personnel System database.

To Select This Option:

1. Type **5** or **OVR** at the **Enter Document Code** prompt.

2. Enter the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen.

3. Press **Enter**. The Overtime screen is displayed.

```
                                OVERTIME                     PAGE: 0001
    PAY PERIOD

    ACCTG CODE:
                                                                SELECT
                            EMPLOYEE   NAME          OBJ   OVERTIME    (X)
    SSN             LAST              FIRST      MI  CLASS   HOURS
                                                                       _
                                                                       _
                                                                       _
                                                                       _
                                                                       _
                                                                       _
                                                                       _
                                                                       _
                                                                       _
                                                                       _
                                                                       _
                                                                       _

    TO INQUIRE:PLEASE ENTER PAY PERIOD AND SSNO OR PAY PERIOD AND NAME
      ENTER=INQUIRY      PF1=MAIN MENU      PF3=REFRESH      PF6=CHANGE  PF4=HELP
      CLEAR=EXIT         PF2=PRIOR MENU     PF5=DELETE       PF8=PG FWD  PF9=ADD
```

Figure 16: Overtime Screen

4. Complete the fields as follows:

Field	Description/Instruction
Pay Period	Type the appropriate pay period.
Acctg Code:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
SSN	Type the employee's SSN without dashes or spaces.
Employee Name	Provides the employee's name.
Last	Type the employee's last name.
First	Type the employee's first name.
MI	Type the employee's middle initial.
Obj Class	Type the object class code.
Overtime Hours	Type the overtime hours.

Field	Description/Instruction
Select (X)	Type **X** next to the line item to be modified, then make the corrections. This field is used when modifying an existing overtime record.

Note: A maximum of 12 employees can be entered on this screen. The Employee Name and SSN fields cannot be changed after information is entered.

After completing all fields, the following options are available:

Step	Description
Add the record	Press **PF9** to add the record.
Query the record	Type the pay period and SSN information or pay period and name. Press **Enter**.
Change the record	Query the record and press **Tab** to the field to be changed. Type the correct information and repeat until all fields are changed. Press **PF6**.
Delete the record	Query the record and press **PF5**.

Position Title

Position Title is Option 6 on the Projections - Document Menu screen. This option is used to change an employee's position title. This does not impact the Salaries and Benefits and Projection Modules.

To Select This Option:

1. Type **6** or **POS** at the **Enter Document Code** prompt.

2. Enter the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen.

3. Press **Enter**. The New Position Title screen is displayed.

```
                              NEW POSITION TITLE


     ACCTG CODE:  _____



     _____  _____  _
     LAST             FIRST       MI



                 SSN: _____
     NEW POSITION TITLE: _____
         EFFECTIVE DATE: MMDDYY







     ENTER ALL REQUIRED INFORMATION - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT
          ENTER=INQUIRY         PF1=MAIN MENU       PF3=REFRESH       PF6=CHANGE
          CLEAR=EXIT            PF2=PRIOR MENU      PF5=DELETE        PF9=ADD
```

Figure 17: New Position Title Screen

4. Complete the fields as follows:

Field	Instruction
Acctg Code:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Last	Type the employee's last name.
First	Type the employee's first name.
MI	Type the employee's middle initial.
SSN:	Type the employee's SSN without spaces or dashes.
New Position Title:	Type the employee's new position title.
Effective Date:	Type the date (mm/dd/yy) the employee will start the new position (usually the beginning of a pay period).

After completing all fields, the following options are available:

Step	Description
Add the record	Press **PF9** to add the record.
Query the record	Type the name or SSN. Press **Enter**.

Step	Description
Add the record	Press **PF9** to add the record.
Change the record	Query the record and press **Tab** to the field to be changed. Type the correct information and repeat until all fields are changed. Press **PF6**.
Delete the record	Query the record and press **PF5**.

Leave Without Pay

Leave Without Pay is Option 7 on the Projections - Document Menu screen. This option is used to enter projected leave without pay status for employees established on the Payroll/Personnel System database.

To Select This Option:

1. Type **7** or **WOP** at the **Enter Document Code** prompt.

2. Enter the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen.

3. Press **Enter**. The Leave Without Pay screen is displayed.

```
                          LEAVE WITHOUT PAY


     ACCTG:  _____



     _____  _____  _         SSN: _____
     LAST              FIRST       MI


              EFFECTIVE DATE: MMDDYY       EFFECTIVE END DATE:  MMDDYY

                 GRADE/STEP: __  __         PAY PLAN: __

         BASE CONTRACT SALARY: _____




     PLEASE ENTER EMPLOYEE FULL NAME OR SSNO; THEN HIT ENTER KEY
         ENTER=INQUIRY       PF1=MAIN MENU      PF3=REFRESH      PF6=CHANGE/REOPEN
         CLEAR=EXIT          PF2=PRIOR MENU     PF5=DELETE       PF9=ADD
```

Figure 18: Leave Without Pay Screen

4. Complete the fields as follows:

Field	Description/Instruction
Acctg:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Last	Type the employee's last name.
First	Type the employee's first name.
MI	Type the employee's middle initial.
SSN:	Type the employee's SSN without spaces or dashes.
Effective Date:	Type the date (mm/dd/yy) the leave will start.
Effective End Date:	Type the date (mm/dd/yy) the leave will end.
Grade/Step :	Generated by system.
Pay Plan:	Generated by system.
Base Contract Salary:	Generated by system.

After completing all fields, the following options are available:

Step	Description
Add the record	Press **PF9** to add the record.
Query the record	Type the name or SSN. Press **Enter**.
Change the record	Query the record and press **Tab** to the field to be changed. Type the correct information and repeat until all fields are changed. Press **PF6**.
Delete the record	Query the record and press **PF5**.

WGI

WGI is Option 8 on the Projections - Document Menu screen. This option is used to delay WGIs which are automatically projected for employees established on the Payroll/Personnel System database.

To Select This Option:

1. Type **8** or **WGI** at the `Enter Document Code` prompt.

2. Enter the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen.

3. Press **Enter**. The WGI screen is displayed.

```
                              WGI


    ACCTG:  _____



    _____  _____  _        SSN: _____
    LAST              FIRST        MI


              EFFECTIVE DATE: MMDDYY

                   GRADE/STEP: __  __        PAY PLAN: __

         BASE CONTRACT SALARY: _____




    PLEASE ENTER EMPLOYEE FULL NAME OR SSNO; THEN HIT ENTER KEY
        ENTER=INQUIRY       PF1=MAIN MENU      PF3=REFRESH      PF6=CHANGE/REOPEN
        CLEAR=EXIT          PF2=PRIOR MENU     PF5=DELETE       PF9=ADD
```

Figure 19: WGI Screen

4. Complete the fields as follows:

Field	Description/Instruction
Acctg:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Last	Type the employee's last name.
First	Type the employee's first name.
MI	Type the employee's middle initial.
SSN:	Type the employee's SSN without spaces or dashes.
Effective Date:	Type the date (mm/dd/yy) the increase will become effective. Do not enter a prior date.
Grade/Step:	Type the grade and step.
Pay Plan:	Type the pay plan; e.g., **GS**, **GM**, **WG**.
Base Contract Salary:	Generated by system.

After completing all fields, the following options are available:

Step	Description
Add the record	Press **PF9** to add the record.
Query the record	Type the name or SSN. Press **Enter**.
Change the record	Query the record and press **Tab** to the field to be changed. Type the correct information and repeat until all fields are changed. Press **PF6**.
Delete the record	Query the record and press **PF5**.

Settlements

Settlements is Option 9 on the Projections - Document Menu screen. This option is used to enter cash settlements for employees established on the Payroll/Personnel System database.

To Select This Option:

1. Type **9** or **SET** at the **Enter Document Code** prompt.

2. Enter the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen.

3. Press **Enter**. The Settlements screen is displayed.

```
                            SETTLEMENTS

     ACCTG CODE:   _____



     _____  _____  _            SSN: _____
     LAST             FIRST        MI

     AMOUNT OF AWARD: _____           OBJECT CLASS: ____

                       EFFECTIVE DATE: MMDDYY







     ENTER NAME OR SSNO AND HIT ENTER KEY
         ENTER=INQUIRY       PF1=MAIN MENU      PF3=REFRESH     PF6=CHANGE/REOPEN
         CLEAR=EXIT          PF2=PRIOR MENU     PF5=DELETE      PF9=ADD
```

Figure 20: Settlements Screen

4. Complete the fields as follows:

Field	Instruction
Acctg Code:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Last	Type the employee's last name.
First	Type the employee's first name.
MI	Type the employee's middle initial.
SSN:	Type the employee's SSN without spaces or dashes.
Amount of Award:	Type the settlement amount.
Object Class:	Type the object class code.
Effective Date:	Type the effective date (mm/dd/yy).

After completing all fields, the following options are available:

Step	Description
Add the record	Press **PF9** to add the record.

Step	Description
Add the record	Press **PF9** to add the record.
Query the record	Type the name or SSN. Press **Enter**.
Change the record	Query the record and press **Tab** to the field to be changed. Type the correct information and repeat until all fields are changed. Press **PF6**.
Delete the record	Query the record and press **PF5**.

Adjustments for Object Classes

Adjustments for Object Classes is Option 10 on the Projections - Document Menu screen. This option is used to enter dollar amounts for travel, training, or all other object classes to be included in the Managers Projection Status of Funds Reports.

To Select This Option:

1. Type **0** or **AOC** at the **Enter Document Code** prompt.

2. Enter the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen.

3. Press **Enter**. The Adjustments for Object Classes screen is displayed.

```
                    ADJUSTMENTS FOR OBJECT CLASSES

        ACCTG:   _____



    ADJUSTMENT NUMBER: _____

          DESCRIPTION: _____

       EFFECTIVE DATE: MMDDYY

         OBJECT CLASS: ____

              AMOUNT: _____



   ENTER REQUIRED FIELDS
      ENTER=INQUIRY      PF1=MAIN MENU     PF3=REFRESH     PF6=CHANGE/REOPEN
      CLEAR=EXIT         PF2=PRIOR MENU    PF5=DELETE      PF9=ADD
```

Figure 21: Adjustments for Object Classes Screen

4. Complete the fields as follows:

Field	Instruction
Acctg:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Adjustment Number:	Type the adjustment number.
Description:	Type the description of the adjustment (e.g., travel, training).
Effective Date:	Type the effective date (mm/dd/yy).
Object Class:	Type the object class code.
Amount:	Type the amount.

After completing all fields, the following options are available:

Step	Description
Add the record	Press **PF9** to add the record.
Query the record	Type the adjustment number. Press **Enter**.
Change the record	Query the record and press **Tab** to the field to be changed. Type the correct information and repeat until all fields are changed. Press **PF6**.
Delete the record	Query the record and press **PF5**.

Adjustments for Special Projects

Adjustments for Special Projects is Option 11 on the Projections - Document Menu screen. This option is used to enter special project information by object class to be included in the Managers Projection Status of Funds Reports.

To Select This Option:

1. Type **11** or **ASP** at the **Enter Document Code** prompt.

2. Enter the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen.

3. Press **Enter**. The Adjustments for Special Projects screen is displayed.

```
                    ADJUSTMENTS FOR SPECIAL PROJECTS
        ACCTG:  _____



      ADJUSTMENT NUMBER: _____

            DESCRIPTION: _____

         EFFECTIVE DATE: MMDDYY

           OBJECT CLASS: ____

                 AMOUNT: _____



    ENTER REQUIRED FIELDS
       ENTER=INQUIRY      PF1=MAIN MENU      PF3=REFRESH      PF6=CHANGE/REOPEN
       CLEAR=EXIT         PF2=PRIOR MENU     PF5=DELETE       PF9=ADD
```

Figure 22: Adjustments for Special Projects Screen

4. Complete the fields as follows:

Field	Instruction
Acctg:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Adjustment Number:	Type the adjustment number.
Description:	Type the specific name of the project.
Effective Date:	Type the effective date (mm/dd/yy).
Object Class:	Type the applicable object class code.
Amount:	Type the amount.

After completing all fields, the following options are available:

Step	Description
Add the record	Press **PF9** to add the record.
Query the record	Type the adjustment number. Press **Enter**.
Change the record	Query the record and press **Tab** to the field to be changed. Type the correct information and repeat until all fields are changed. Press **PF6**.

Step	Description
Delete the record	Query the record and press **PF5**.

Bodies on Board

Bodies on Board is Option 12 on the Projections - Document Menu screen. This option is used as a source of information only. The Projection report includes the actual employee count and staff years.

To Select This Option:

1. Type **12** or **BOB** at the **Enter Document Code** prompt.

2. Enter the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen.

3. Press Enter. The Bodies on Board screen is displayed.

```
                        BODIES    ON   BOARD



        ACCTG:   _____


             NUMBER OF EMPLOYEES: _____










   ENTER ALL REQUIRED INFORMATION - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT

      ENTER=INQUIRY        PF1=MAIN MENU        PF3=REFRESH        PF6=CHANGE
      CLEAR=EXIT           PF2=PRIOR MENU       PF5=DELETE         PF9=ADD
```

Figure 23: Bodies on Board Screen

4. Complete the fields as follows:

Field	Instruction

Field	Instruction
Acctg:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Number of Employees:	Type the number of employees.

After completing all fields, the following options are available:

Step	Description
Add the record	Press **PF9** to add the record.
Query the record	Type the accounting code. Press **Enter**.
Change the record	Query the record and press **Tab** to the field to be changed. Type the correct information and repeat until all fields are changed. Press **PF6**.
Delete the record	Query the record and press **PF5**.

Staff Years Allocation

Staff Years Allocation is Option 13 on the Projections - Document Menu screen. This option is used as a source of information only. The Projection report includes the actual time worked to make up the 2,087-hour staff year.

To Select This Option:

1. Type **13** or **SYA** at the **Enter Document Code** prompt.

2. Enter the applicable number at the **Enter Org** prompt on the Projections - Document Menu screen.

3. Press **Enter**. The Staff Years Allocation screen is displayed.

```
                    STAFF    YEARS    ALLOCATION



        ACCTG CODE:  _____


           STAFF YEARS:  _____








    ENTER ALL REQUIRED INFORMATION - TAB KEYS CAN BE USED FOR CURSOR MOVEMENT
        ENTER=INQUIRY        PF1=MAIN MENU        PF3=REFRESH        PF6=CHANGE
        CLEAR=EXIT           PF2=PRIOR MENU       PF5=DELETE         PF9=ADD
```

Figure 24: Staff Years Allocation Screen

4. Complete the fields as follows:

Field	Instruction
Acctg Code:	Type the accounting code. The first three positions are used for the appropriation. The positions identified as the organization code are system generated.
Staff Years:	Type the number of staff years.

After completing all fields, the following options are available:

Step	Description
Add the record	Press **PF9** to add the record.
Query the record	Type the accounting code. Press **Enter**.
Change the record	Query the record and press **Tab** to the field to be changed. Type the correct information and repeat until all fields are changed. Press **PF6**.
Delete the record	Query the record and press **PF5**.

Allocate Split Accounting

Allocate Split Accounting is Option 14 on the Projections - Document Menu screen. This option is used to designate up to 10 accounting lines with the correlating percent distribution.

To Select This Option:

1. Type **14** or **ASA** at the **Enter Document Code** prompt.

2. Enter the applicable number at the **Enter Org** prompt on the Projection - Document Menu screen.

3. Press **Enter**. The Allocate Split Accounting screen is displayed.

```
                        ALLOCATE SPLIT ACCOUNTING

   SSN:  _____
   SELECT  ACCOUNTING                        DISTRIBUTION PCT.
      _                                            ____
      _                                            ____
      _                                            ____
      _                                            ____
      _                                            ____
      _                                            ____
      _                                            ____
      _                                            ____
      _                                            ____
      _                                            ____
                                                   ____




     PLEASE ENTER SSNO -- MUST INQUIRE PRIOR TO ANY MODIFICATIONS.
     ENTER=INQUIRY      PF1=MAIN MENU      PF3=REFRESH       PF6=CHANGE
     CLEAR=EXIT         PF2=PRIOR MENU     PF5=DELETE        PF9=ADD
```

Figure 25: Allocate Split Accounting Screen

4. Complete the fields as follows:

Field	Instruction
SSN:	Type the employee's SSN.
	The employee's name (as maintained in the Payroll/Personnel System database) is system generated.
	If there is stored accounting for the SSN, the accounting classification line(s) and correlating percent distribution is displayed. If there is no accounting, a blank screen is displayed.
Select	Type **X** to select an existing accounting line to be modified or to add an accounting line.
Accounting	Type the modified accounting data or the new accounting data to add an accounting line. A maximum of 10 accounting lines may be entered.

Field	Instruction
Distribution Pct.	Type the percent distribution applicable to the modified or added accounting line(s) to be added.

5. Press **Enter**.

Note: The system only recognizes whole numbers.

The total is system generated with the sum of the distribution percent for all accounting lines.

Note: If an existing accounting line is being changed, you must first complete this action by pressing **PF6**. After this action is taken, only then can the additional accounting line(s) be added by pressing **PF9**. Because different PF key functions are used for the **Change** and **Add** actions, they must be completed separately.

After completing all fields, the following options are available:

Step	Description
Change an existing accounting line	Place the cursor at the Select field next to the accounting line to be changed and type **X**. In the Accounting field, type the new accounting classification code. Press **Tab** to the Distribution Pct. field and type the correlating percent. Press **PF6**.
	The message *Changed* is displayed to the right of the screen next to the Distribution Pct. field.
	If the Distribution Pct. field does not equal 100 percent, the message *Distribution Percentage Not 100%* is displayed at the bottom of the screen.

Step	Description
Change an existing accounting line	Place the cursor at the Select field next to the accounting line to be changed and type **X**. In the Accounting field, type the new accounting classification code. Press **Tab** to the Distribution Pct. field and type the correlating percent. Press **PF6**. The message *Changed* is displayed to the right of the screen next to the Distribution Pct. field. If the Distribution Pct. field does not equal 100 percent, the message *Distribution Percentage Not 100%* is displayed at the bottom of the screen.
Add an additional accounting line	Place the cursor at the Select field next to the accounting line to be added and type **X**. In the Accounting field, type the accounting classification code. Press **Tab** to the Distribution Pct. field and type the correlating percent. Press **PF9**. The message *Added* is displayed to the right of the screen next to the Distribution Pct. field. If the Distribution Pct. field does not equal 100 percent, the message *Distribution Percentage Not 100%* is displayed at the bottom of the screen. Note: The Distribution Pct. field cannot exceed 100 percent and the system will not allow you to update the database with changed or added accounting line(s). If this occurs, the messages *Total Cannot Exceed 100%* and *A Change or Deletion Must Proceed This Addition* are displayed at the bottom of the screen. You must first correct the appropriate accounting line(s) distribution percent to either equal or total less than 100 percent to update the database with the change or addition. Note: Whenever the message is displayed indicating that the percent distribution exceeds 100 percent, you must first press **PF3** and query the record again before correcting.
Change/Add another split accounting record	Press **PF3** to display a blank screen.
Delete the record	Query the record and press **PF5**.

Salaries and Benefits

Note: Only Agencies using Projections and Salaries and Benefits will have access to this option.

Salaries and Benefits provides the latest employee information contained in the Payroll/Personnel System database. It also provides a feature to establish projection accounting.

To Select This Option:

1. Type the Agency code at the **Agency** prompt and **1** at the **Select** prompt from the CADI Selection Menu screen.

2. Press **Enter**. The Input Document Menu screen is displayed.

```
                              INPUT DOCUMENT MENU

      DOCUMENT     DOCUMENT
      CODE         TITLE



   1. PRO   PROJECTIONS
   2. SB    SALARIES AND BENEFITS




        ENTER DOCUMENT CODE   2




     CLEAR=EXIT           ENTER=SEND          PF1=MAIN MENU        PF3=REFRESH
```

Figure 26: Input Document Menu Screen

To Select the Salaries and Benefits Option:

1. Type **2** at the **Enter Document Code** prompt on the Input Document Menu screen.

2. Press **Enter**. The Salaries and Benefits - Document Menu screen is displayed.

```
                    SALARIES AND BENEFITS - DOCUMENT MENU

        DOCUMENT      DOCUMENT
         CODE          TITLE

     1. EMP           EMPLOYEE
     2. EAI           EMPLOYEE ACCOUNTING INFORMATION












          ENTER DOCUMENT CODE:



     CLEAR = EXIT  ENTER = SEND  PF1 = MAIN MENU  PF2 = PRIOR MENU  PF3 = REFRESH
```

Figure 27: Salaries and Benefits - Document Menu Screen

Below is a brief description of each option. Detailed instructions are provided in the following pages under the heading for each option:

Document Code and Title	Description/Instruction
EMP - Employee	View the latest information contained in the Payroll/Personnel database.
EAI - Employee Accounting Information	Change or add employee accounting information to be used for the unpaid pay periods in the Projection Report. Also, new employees can be located by organization by entering all 9s (i.e., 9999).

This section includes the following topics:

Employee

Employee is Option 1 on the Salaries and Benefits Document Menu screen. This option is used to view the latest employee information contained in the Payroll/Personnel System database.

To Select This Option:

1. Type **1** or **EMP** at the **Enter Document Code** prompt and press **Enter**.

2. Type the applicable number at the **Organization Code** prompt on the Salaries and Benefits - Document Menu screen.

3. Press **Enter**. The Employee screen is displayed.

```
                         EMPLOYEE              STATUS: _____

   ACCTG CODE: _____


   _____  _____  _  _____
   LAST             FIRST        MI    SOCIAL SECURITY NUMBER

   ANNUAL LEAVE BALANCE: _____     COMP LEAVE BALANCE: _____
   PAY PLAN: __    SERIES: ____   GRADE/STEP: __  __
   BASE CONTRACT SALARY: _____     EMPLOYMENT CEILING: N  (Y OR N)

   PAY DIFFERENTIAL: N  (Y OR N)           HOURS PER PAY PERIOD: ___
   TYPE OF EMPLOYMENT: (SELECT ONE: X) FULL TIME _  PART TIME _  INTERMITTENT _
   RETIREMENT COVERAGE CODE: (SELECT ONE: X) FERS _  CSR _  TEMP _  STUDENT AID _

   COMPRESSED WORK SCHEDULE: N  (Y/N)
      S   M   T   W  TH   F   S   S   M   T   W  TH   F   S
      __  __  __  __  __  __  __  __  __  __  __  __  __  __


   ENTER NAME OR SOCIAL SECURITY NUMBER, AND PRESS ENTER.
    ENTER=INQUIRY     PF1=MAIN MENU     PF3=REFRESH     PF6=CHANGE
    CLEAR=EXIT        PF2=PRIOR MENU
```

Figure 28: Employee Screen

4. Complete the fields as follows:

Field	Description/Instruction
Status:	Generated by system.
Acctg Code:	Generated by system from the stored accounting in the pay period database. Query employee information by name or SSN. An entry of only a part of a name will display a list of employees meeting that criteria. Place an **X** next to the name and press **Enter**.
Last	Type all or part of the last name.
First	Generated by system.
MI	Generated by system.
Social Security Number	Type the employees's SSN without spaces or dashes if using this field as a search criteria.
Annual Leave Balance:	Generated by system.
Comp Leave Balance:	Generated by system.

Field	Description/Instruction
Pay Plan:	Generated by system.
Series:	Generated by system.
Grade/Step:	Generated by system.
Base Contract Salary:	Generated by system.
Employment Ceiling :	Generated by system (**Y** for ceiling employees or **N** for another plan).
Pay Differential:	Generated by system (**N** for no pay differential or **Y** for 8% differential).
Hours Per Pay Period:	Generated by system.
Type of Employment:	Type **X** next to **Full Time** for 80 hours or an **X** next to **Part Time** or **Intermittent** for 32-79 hours.
Retirement Coverage Code:	Type **X** next to the applicable retirement program.
Compressed Work Schedule:	Type **Y** and enter hours for compressed work schedule, if applicable. The system defaults to **N** indicating there is no compressed work schedule. This is the only field that can be changed and impacts the last pay period of the year.

A list of employees with the specified organization is displayed.

```
ORG:                                              DATE
EMPLOYEE NAME:
I   LAST          FIRST     MIDDLE     I    LAST       FIRST      MIDDLE

_                                      :-

_                                      :-

_                                      :-

_                                      :-

_                                      :-

_                                      :-

_                                      :-

_                                      :-

_                                      :-

    NO MORE NAMES MATCH REQUEST.   ENTER X NEXT TO DESIRED NAME.
    TYPE AN X OPPOSITE THE NAME YOU WANT, THEN PRESS ENTER KEY. PF2-PRIOR MENU
```

Figure 29: Employee Screen (list of employees)

Employee Accounting Information

Employee Accounting Information is Option 2 on the Salaries and Benefits Document Menu screen. This option is used to change or add employee's accounting to reflect unpaid pay periods in the Projections Report.

Note: After initial entry, the accounting is stored for future years.

Note: The accounting established in this module will not affect the Payroll/Personnel System but will impact the unpaid pay periods in the Projections Report.

To Select This Option:

1. Type **2** or **EAI** at the **Enter Document Code** prompt on the Salaries and Benefits Document Menu screen.

2. Press **Enter**. The **Enter Organization** and **Enter Last Name** prompts are displayed.

```
                    SALARIES AND BENEFITS - DOCUMENT MENU

        DOCUMENT      DOCUMENT
         CODE          TITLE

     1. EMP           EMPLOYEE
     2. EAI           EMPLOYEE ACCOUNTING INFORMATION














          ENTER DOCUMENT CODE: EAI          ENTER ORGANIZATION
                                            ENTER LAST NAME

      ENTER REQUIRED INFO (TAB KEYS CAN BE USED FOR CURSOR MOVEMENT)
        CLEAR = EXIT  ENTER = SEND  PF1 = MAIN MENU  PF2 = PRIOR MENU  PF3 = REFRESH
```

Figure 30: Salaries and Benefits Document Menu Screen

3. To establish accounting for new employees who do not have accounting established in Projections and Salaries and Benefits, complete the fields as follows:

Field	Instruction
Enter Organization	Type **9**s in all positions of your Agency organization. All Agency employees who are not assigned Agency accounting will be displayed.

Field	Instruction
Enter Last Name	Type the complete or any part of the last name. If a part of the name is entered, a selection screen with a list of employees is displayed (e.g., if **W** is entered, then names beginning with **W**, **X**, **Y**, and **Z** are displayed). Press **Enter**. Place an **X** next to the name for which the accounting is being established. Press **Enter**. The Employee accounting information screen is displayed. It will reflect the employee's name, SSN, and accounting information populated with all 9s. Type **X** next to the accounting classification line. Type the accounting to be stored. Press **PF6.**

```
ORG:                                                   DATE
EMPLOYEE NAME:
I   LAST            FIRST       MIDDLE      I   LAST      FIRST       MIDDLE

    -                                      :-

    -                                      :-

    -                                      :-

    -                                      :-

    -                                      :-

    -                                      :-

    -                                      :-

    -                                      :-

    -                                      :-

    NO MORE NAMES MATCH REQUEST.   ENTER X NEXT TO DESIRED NAME.
    TYPE AN X OPPOSITE THE NAME YOU WANT, THEN PRESS ENTER KEY. PF2-PRIOR MENU
```

Figure 31: Employee Screen (List of Employees)

4. Press **F2** to return to the Salaries and Benefits Document Menu screen.

5. Repeat the above process until all employees have accounting stored.

Note: If the message states that there are no records found on the database, this indicates that all employees have accounting stored in the Salaries and Benefits module.

The following options are available:

Step	Description
Change the accounting	Type the organization and last name.
	If the complete name is entered, the Employee Accounting Information screen is displayed.
	If part of a name is entered, the selection screen is displayed. Select a name by placing an **X** next to the name and press **Enter**. Type **X** and the new accounting data; press **PF6**.

Step	Description
Change the accounting	Type the organization and last name.
	If the complete name is entered, the Employee Accounting Information screen is displayed.
	If part of a name is entered, the selection screen is displayed. Select a name by placing an **X** next to the name and press **Enter**. Type **X** and the new accounting data; press **PF6**.
Review a list of employees by organization	Type the Organization code and **A** in the **Last Name** field. Press **Enter**.
	A list of employees who have accounting stored with the specified organization is displayed. The Projections Report will also reflect these employees.

Note: The accounting entered on this screen for unpaid pay periods will not impact the accounting for actuals (transmitted Time and Attendance (T&A) Report).

Projections Reports

Note: Only Agencies using Projections and Salaries and Benefits will have access to these reports.

The *Reports* option is used to produce reports available in Projections and Salaries and Benefits features. This option provides a menu of report options which provides a 12-month projection of salaries and benefits, updated tables of projection documents, and manager's projections reports (status of funds).

To Select This Option:

1. Type the Agency code at the **Agency** prompt and **2** at the **Select** prompt from the CADI Selection Menu screen.

2. Press **Enter**. The Funds Control System - Report Menu screen is displayed.

```
                    FUNDS CONTROL SYSTEM - REPORT MENU
       REPORT        REPORT
        CODE          TITLE

      1. REC   RECONCILIATION
      2. DCN   TRANSACTIONS WITH NO DCN
      3. RNG   DCN'S NOT IN RANGE TOLERANCE
      4. HST   DCN HISTORY
      5. ACT   ACTIVE (UNMATCHED)
      6. TRN   TRANSACTION HISTORY
      7. SF    STATUS OF FUNDS REPORTS
      8. TVD   TRAVEL DETAIL
      9. TVS   TRAVEL SUMMARY
      10.TRA   TRAINING
      11.PRO   PROJECTIONS
      12.SB    SALARIES AND BENEFITS
      13.PRC   PROCUREMENT REPORTS
      14.AWD   AWARDS

         ENTER REPORT CODE   11


         CLEAR=EXIT      ENTER=SEND      PF1=MAIN MENU      PF3=REFRESH
```

Figure 32: Funds Control System - Report Menu Screen

3. Type **11** or **PRO** at the **Enter Report Code** prompt on the Funds Control System - Report Menu screen.

4. Press **Enter**. The Funds Control System - Projections screen is displayed.

Note: Options 1 through 10 and 13 through 14 are not available on the Funds Control System - Report Menu.

```
              FUNDS CONTROL SYSTEM - PROJECTIONS
   REPORT        REPORT
    CODE         TITLE

  1. SBP   SALARIES AND BENEFITS
  2. AR    ACTIVITY REPORTS
  3. SS    AGENCY MANAGERS PROJECTION
  4. SA    APPROPRIATION MANAGERS PROJECTION
  5. SD    ORGANIZATION MANAGERS PROJECTION
  6. SAO   AGENCY MANAGERS PROJECTION BY OBJECT CLASS






      ENTER REPORT CODE  _



   CLEAR=EXIT      ENTER=SEND      PF1=MAIN MENU    PF2=PRIOR MENU     PF3=REFRESH
```

Figure 33: Funds Control System - Projections Screen

The report options available on the Funds Control System - Projections screen are listed below with a brief description:

Report Code and Report Title	Description/Instruction
1. SBP - Salaries and Benefits	Forecasts salaries and benefits for the current fiscal year.
2. AR - Activity Reports	Provides various tables of projection documents that are still active.
3. SS - Agency Managers Projection	Provides an Agency-wide status of funds report which incorporates CAS, pending Funds Control, and projection data.
4. SA - Appropriation Managers Projection	Provides a status of funds report by appropriation which incorporates CAS, pending Funds Control, and projection data.
5. SD - Organization Managers Projection	Provides a status of funds report by organization which incorporates CAS, pending Funds Control, and projection data.
6. SAO - Agency Managers Projection by Object Class	Provides a status of funds report which incorporates CAS, pending Funds Control, and projection data.
Enter Report Code	Enter the report code number or name and press **Enter**.

This section includes the following topics:

Salaries and Benefits

Salaries and Benefits Projections is Option 1 on the Funds Control System - Projections screen. This option generates a projection report combining employee information retrieved from the Payroll/Personnel System database (actuals) and projection data (unpaid pay periods) entered through the Projections and Salaries and Benefits module.

Note: This report is only available in print.

To Select This Option:

1. Type **1** or **SBP** at the **Enter Report Code** prompt on the Funds Control System - Projections screen.

2. Press **Enter**. The Salaries and Benefits Reports screen is displayed.

```
                    SALARIES AND BENEFITS REPORTS
     REPORT   REPORT
      CODE    TITLE
     1. PR    PROJECTIONS BY ORGANIZATION / EMPLOYEE
     2. PP    PROJECTIONS HISTORY LIST
                                              REPORT CODE:  __
                                                      ORG: ____
                                                  PROJ. NO: ___




                                            DET EMP ACTION: N
                                                      'Y'= SSNO SEQUENCE
                                                      'A'= NAME SEQUENCE


                                                REMOTE ID: _____
                                                 ROUTE TO: _____
     ENTER REPORT CODE AND ORG - ENTER PROJ NO. FOR RE-RUN ONLY!
       ENTER=SEND    PF1=MAIN MENU   PF2=PREV MENU   PF3=REFRESH   CLEAR=EXIT
```

Figure 34: Salaries and Benefits Reports Screen

The options on the Salaries and Benefits Reports menu are listed below.

Report Code and Report Title Fields	Description
1. PR - Projections by Organization / Employee	Incorporates projection data (unpaid pay periods) with employee payroll/personnel data (actuals) to provide a 12-month payroll forecast. Projections will be held in history for 6 months. Prior year projections can only be executed during October.
2. PP - Projections History List	Unavailable

Projections by Organization/Employee

Projections by Organization / Employee is Option 1 on the Salaries and Benefits Reports screen. This option is used to incorporate projection data (unpaid pay periods) with employee payroll/personnel data (actuals) to provide an annual (12-month) payroll forecast.

Note: This report is only available in print.

This option provides a current year payroll forecast by employee and pay period. It incorporates user input projection data with data established on the Payroll/Personnel System database. The report data is then used in producing the four Managers Projection Reports (status of funds) which provide a final fund status.

Note: Prior year projections can only be executed during October.

To have the most accurate Managers Projection Reports, it is recommended a new projection report be executed after each pay period.

```
   CA325PDM        OFFICE OF THE CHIEF FINANCIAL OFFICER
                        SALARIES AND BENEFITS REPORTS
 REPORT  REPORT
  CODE   TITLE
 1. PR   PROJECTIONS BY ORGANIZATION / EMPLOYEE
 2. PP   PROJECTIONS HISTORY LIST
                                            REPORT CODE:  _
                                                   ORG: ____
                                               PROJ. NO: ___




                                       DET EMP ACTION: N
                                                       'Y'= SSNO SEQUENCE
                                                       'A'= NAME SEQUENCE



                                           REMOTE ID: _____
                                             ROUTE TO: _____
     ENTER REPORT CODE AND ORG - ENTER PROJ NO. FOR RE-RUN ONLY!
       ENTER=SEND    PF1=MAIN MENU   PF2=PREV MENU   PF3=REFRESH   CLEAR=EXIT
```

Figure 35: Projections by Organization / Employee Screen

To Select This Option:

1. Complete the fields as follows:

Field	Instruction
Report Code:	Type **1** or **PR**.
Org:	Type the organization code.
Proj. No:	Do not enter data in this field. A new project number is displayed in this field. Press **Enter**.
Det Emp Action:	If requesting a previously generated projection number, type **Y** for Det Emp Action and complete the Remote ID and the Route To fields, prior to pressing **Enter**.
	Type one of the following:
	Y - A report will be generated showing the employee details used to calculate the projection, reflecting unpaid pay period accounting, and recorded tour of duty in SSN sequence.
	A - A report will be generated showing the employee details used to calculate the projection, reflecting unpaid pay period accounting, and recorded tour of duty in Name sequence.
	The system defaults to **N** indicating no details will be displayed.

If the Projection Number field is left blank, additional selection criteria fields are displayed.

```
   CA325PDM        OFFICE OF THE CHIEF FINANCIAL OFFICER
                        SALARIES AND BENEFITS REPORTS
  REPORT  REPORT
   CODE   TITLE
   1. PR   PROJECTIONS BY ORGANIZATION / EMPLOYEE
   2. PP   PROJECTIONS HISTORY LIST
                                             REPORT CODE: 001
                                                     ORG: 5317
                                                PROJ. NO: 000

                                              ACCT CODE: _____
                                                   SSNO: _____
                       RATE INCREASE (EX: 02755 = 2.755%) _____
                                              IN PERIOD: __
                                         LAST POS OF YR: _
                                         DET EMP ACTION: N
                                                         'Y'= SSNO SEQUENCE
                                                         'A'= NAME SEQUENCE

                                REMARKS: _____
                                               REMOTE ID:
                                                ROUTE TO:
   ENTER REMOTE ID AND ANY OTHER REQUIRED INFORMATION
    ENTER=SEND    PF1=MAIN MENU   PF2=PREV MENU   PF3=REFRESH   CLEAR=EXIT
```

Figure 36: Projections by Organization / Employee Screen (with additional selection criteria fields)

2. Complete the fields as follows:

Field	Instruction
Acct Code:	Type the fiscal year or the accounting code for a specific accounting code projection. Only active employees (not separated) are reflected when an accounting code is requested.
SSNO:	This field is not used.
Rate Increase	Type the percentage increase. This increase is only applicable to salaries not benefits. Cost-of-living increase is automatically calculated in the projection for individuals once it is in the Payroll/Personnel System database. If a decimal is not entered, it will be system generated.
In Period:	Type the pay period in which the rate increase is effective. The increase will be projected out for subsequent unpaid pay periods.
Last Pos of Year:	Type the year.

Field	Instruction
Det Emp Action:	Type one of the following: **Y** - A report is generated showing the employee details used to calculate the projection, reflecting unpaid pay period accounting, and recorded tour of duty in SSN sequence. **A** - A report is generated showing the employee details used to calculate the projection, reflecting unpaid pay period accounting, and recorded tour of duty in Name sequence. The system defaults to **N** indicating no details will be displayed.
Remarks:	Type the description of the projection. This will be displayed on the Projection Output Report.
Remote ID:	Type the remote printer number.
Route To:	Type the data to identify who requested the report (e.g., name, bin number). Press **Enter**.

Note: If this report is requested with detail employee action, the Salaries and Benefits Projection is labeled Detail Employee Data and Activity Details Report.

Report Output

RUN DATE:

PROJECTION NUMBER   ACTUAL PAY THRU PP XX
TESTING FOR TRAINING   DETAIL PAYMENTS REPORT
ORGANIZATION   FISCAL YEAR XXXX
                                 GRADE   STAFF
EMPLOYEE   /STEP   PPX   PPX   PPX   PPX   PPX   PPX   PPX   PPX   PPX   PPX   PPX   PPX   PPX PPX   TOTAL YEARS

Figure 37: Detail Payments Report

Based on the selection criteria, the output report is displayed showing the following fields:

Field	Description
Projection Number	Projection number of the generated report is displayed.
Actual Pay Thru PP	Pay period in which the actual (CAS) employee data is retrieved.
Organization	Organization code of the requested report is displayed.
Fiscal Year	Fiscal year of the requested report.
Employee	Employee's name is displayed.
Grade/Step	Employee's grade/step is displayed.

Field	Description
Pay Periods	Based on the Actual Pay Thru PP number. All pay periods after that pay period would be projected figures.
Total	Actual pay (CAS) amounts and the projected pay amounts for the entire year's total information are displayed. This information will appear the same on pages 1a, 1b, etc., of the projection report.
Staff Years	Staff years for each employee based on yearly calculation is displayed. Note: This information will appear the same on pages 1a, 1b, etc., of the projection report.

An overall total for the organization is provided at the end of the report for each pay period: a yearly total and yearly staff years.

Report Output

Figure 38: Detail Employee Data and Activity Details Report

If the Detail Employee Action was selected, the following detail employee data and activity details will be provided as backup to the projection report:

Field	Description
Projection Number	Projection number of the generated report is displayed.
Actual Pay Thru PP	Pay period in which the actual (CAS) employee data is retrieved.
Employee Name/Title	Employee's name and title are displayed.
SSNO	Employee's SSN is displayed.
Date Ordered	Effective date for projection action entered into Salaries and Benefits is displayed.
Date End	Date of the present grade in the Payroll/Personnel System is displayed.

Field	Description
Act (Activity Code)	Valid activity codes listed below are displayed. 00 Emp Record from Projection 01 New Hire (Known) 02 New Hire (Anticipated) 03 Settlement 04 Overtime 05 Adjustment 06 Termination 07 Promotion 08 Position/Title 09 LWOP 10 WGI 11 Not Used 12 Awards 13 Projected Adjustments for O/C Other than Sal/Benf 14 New Hire (Unknown) 15 Bodies on Board 16 Staff Years Allocation
RET	Valid codes listed below are displayed. 1 CSRS 2 FERS 3 OFFSET
TYP (Type of Employment)	Valid types of employment listed below are displayed. 1 Full time 2 Part time 3 Intermittent 4 Fee Basis/Piece Work
Accounting	Accounting maintained in projections and salaries and benefits for unpaid pay periods is displayed. Split accounting will also be reflected if in use.
Plan/Step	Employee's pay plan/step is displayed.
Series	Employee's series is displayed.
Tod Hrs	Total hours per pay period.
Ceiling Ind	Ceiling indicator is displayed.
Actn (Employee Action Codes)	Valid employee action codes listed below are displayed. 1 Accession A Active 2 Official C Change 3 Separation D Deleted 4 Unofficial R Reopened 5 Updating
Comp Status	Compensatory (comp) status is displayed.

Field	Description
Base Salary	Base salary is displayed.
Source (Source of Record)	Valid source of records listed below are displayed. ACT Projection Input EMP Payroll/Personnel database

Activity Reports

Activity Reports is Option 2 on the Funds Control System - Projections screen.

This option allows projection input to be reviewed prior to executing the Salaries and Benefits Projection Report. If an action on this report should not be included as part of the projection calculation, delete the activity record from the Projection Input Document screens. There are 15 reports available which provide the current status of entries made through the Projections Input Document screen.

Note: Deleted records are removed from the Salaries and Benefits area on a weekly basis.

Note: Reports can only be viewed online.

To Select This Option:

1. Type **2** or **AR** at the `Enter Report Code` prompt on the Funds Control System - Projections screen.

2. Press `Enter`. The Org field is displayed.

3. Type the organization code.

4. Press **Enter**. The Funds Control System - Projections Activity Report screen is displayed.

```
              FUNDS CONTROL SYSTEM - PROJECTIONS
   REPORT                  ACTIVITY REPORT
     CODE       DESCRIPTION                      ENTER   REPORT CODE
   1. NK    NEW HIRES  (KNOWN)
   2. NA    NEW HIRES  (ANTICIPATED)
   3. NU    NEW HIRES  (UNKNOWN)
   4. SET   SETTLEMENTS
   5. OVR   OVERTIME
   6. ASP   ADJUSTMENTS FOR SPECIAL PROJECTS
   7. SEP   SEPARATIONS
   8. PRO   PROMOTIONS
   9. POS   POSITION TITLE
   10.WOP   LEAVE WITHOUT PAY
   11.WGI   WGI
   12.AWR   AWARDS
   13.AOC   ADJUSTMENTS FOR OBJECT CLASS
   14.BOB   BODIES ON BOARD
   15.SYA   STAFF YEARS ALLOCATION



   PRINT:  N  (Y/N)         REMOTE ID              ROUTE TO


   CLEAR=EXIT          PF1=MAIN MENU     PF2=PREV MENU      ENTER=SEND
```

Figure 39: Funds Control System - Projections Activity Report Screen

The following report options are available:

Report Code and Description Field	Description
1. NK - New Hires (Known)	Reflects projected new hires that have been identified by name but not yet processed through the Payroll/Personnel System.
2. NA - New Hires (Anticipated)	Reflects projected job vacancies that have not been announced but are going to be announced.
3. NU - New Hires (Unknown)	Reflects projected job vacancies that have been announced but an individual has not been identified by name.
4. SET - Settlements	Reflects projected cash settlements for employees established on the Payroll/Personnel System database.
5. OVR - Overtime	Reflects projected overtime for employees established on the Payroll/Personnel System database.
6. ASP - Adjustments for Special Projects	Reflects special project information by object class to be included in the Managers Projection Report.
7. SEP - Separations	Reflects projected separation information for employees established on the Payroll/Personnel System database.
8. PRO - Promotions	Reflects projected promotion information for employees established on the Payroll/Personnel System database.

Report Code and Description Field	Description
9. POS - Position Title	Reflects employee's position title.
10. WOP - Leave Without Pay	Reflects projected leave without pay status for employees established on the Payroll/Personnel System database.
11. WGI - WGI	Reflects delay in the projected WGI date for employees established on the Payroll/Personnel System database.
12. AWR - Awards	Reflects projected awards that have not been processed by CAS.
13. AOC - Adjustments for Object Class	Reflects dollar amounts for travel, training, or all other object classes to be included in the Managers Projection Report.
14. BOB - Bodies on Board	Reflects number of employees and staff years.
15. SYA - Staff Years Allocation	Reflects actual time worked by an employee to make up a 2,087-hour staff year.

To Select an Activity Report:

1. Complete the fields.

Field	Description/Instruction
Enter Report Code	Type the report code.
Print	Defaults to **N** (no).
Remote ID	Type the remote printer number.
Route To	Type the data to identify who requested the report (e.g., name, bin number).

2. Press **Enter**. The report selected will be displayed.

Agency Managers Projection

Agency Managers Projection is Option 3 on the Funds Control System - Projections screen. This option provides an Agency-wide (Headquarters-level) status of funds report with subreports generated for Agency Totals, Salary and Benefits, Travel, Training, and All Other object classes.

It combines CAS data, pending Funds Control obligation/commitments, and projection data and compares with FY Plan dollars to provide the balance available.

Note: Report 1 Salaries and Benefits Projection Report must be executed prior to this report.

Note: This report is only available in print.

To Select This Option:

1. Type **3** or **SS** at the **Enter Report Code** prompt on the Funds Control System - Projections screen.

2. Press **Enter**. The Agency Managers Projection Summary screen is displayed.

```
                      AGENCY MANAGERS PROJECTION SUMMARY
       ORG        PROJECTION        ORG        PROJECTION        ORG        PROJECTION
       CODE       NO.               CODE       NO.               CODE       NO.




















                                                       FISCAL YEAR:
                                                       ANNUAL PLAN: Y
                                                       PRINT: Y
                                                       REMOTE ID:
                                                       ROUTE TO:
      ENTER ORGANIZATION CODES AND PROJECTION NUMBERS FOR THE REPORT
       CLEAR=EXIT     PF1=MAIN MENU      PF2=PRIOR MENU      PF3=REFRESH     ENTER=SEND
```

Figure 40: Agency Managers Projection Summary Screen

3. Complete the fields as follows:

Field	Description/Instruction
Org Code	Type the organization number.
Projection No.	Type the last valid projection number. Repeat until organizations are displayed. If this field is left blank, only the amounts entered by the document control number (DCN) will appear in the Managers Projection column.
Fiscal Year:	Type the year of the projection.
Annual Plan:	Defaults to **Y**.

Field	Description/Instruction
Print:	Defaults to **Y**.
Remote ID :	Type the remote printer number.
Route To:	Type the data to identify who requested the report (e.g., name, bin number).

4. Press **Enter**. A message indicating that the print job has been submitted is displayed at the bottom of the screen.

Report Output

Figure 41: Agency Managers Projection Report

There are five individual reports generated with each request. Each summary report contains the same informational breakdown. Calculations are based on a summary of all appropriations. The four subreports (Salary and Benefits, Travel, Training, and All Other) are used to determine the Agency-Wide Summary report. The output report is displayed showing the following fields:

Field	Description
Organization	Each accounting code and description of the Department, office, region, special operations, or program assigned are displayed.
Fiscal Year Plan	Annual plan amount is displayed.
Cumulative Obligations	Actual CAS obligations are displayed.
% Current FY	Percent of PLAN dollars obligated is displayed.
Managers Projection	Data from the Projection Report, unpaid pay periods, pending Funds Control commitments and obligations, and object class/special projects adjustment information is displayed.
Total CAS/Managers Projection	Total of the Cumulative Obligation and Managers Projection is displayed.

Field	Description
Balance Managers Projection	Balance of funds remaining: PLAN minus Total CAS/Managers Projection is displayed. Also, the difference between PLAN and Total CAS/Managers Projection are provided in the Subtotal and Total fields for each organizational level to include all appropriations.

Appropriation Managers Projection

Appropriation Managers Projection report is Option 4 on the Funds Control System - Projections screen. This option provides a status of funds report by accounting code for Appropriation Totals, Salary and Benefits, Travel, Training and All Other object classes. It combines CAS data, pending Funds Control obligations/commitments, and projection data and compares with FY Plan dollars to provide the balance available.

Note: Report 1 Salaries and Benefits Projection Report must be executed prior to this report.

Note: This report is only available in print.

To Select This Option:

1. Type **4** or **SA** at the `Enter Report Code` prompt on the Funds Control System - Projections screen.

2. Press **Enter**. The Appropriation Managers Projection screen is displayed.

```
                      APPROPRIATION MANAGERS PROJECTION
      ORG       PROJECTION        ORG       PROJECTION        ORG       PROJECTION
      CODE      NO.               CODE      NO.               CODE      NO.




















                                                     FISCAL YEAR:
                                                     ANNUAL PLAN: Y
                                                     PRINT: Y
                                                     REMOTE ID:
                                                     ROUTE TO:
      ENTER ORGANIZATION CODES AND PROJECTION NUMBERS FOR THE REPORT
        CLEAR=EXIT      PF1=MAIN MENU      PF2=PRIOR MENU      PF3=REFRESH      ENTER=SEND
```

Figure 42: Appropriation Managers Projection Screen

3. Complete the fields as follows:

Field	Description/Instruction
Org Code	Type the organization number. Multiple Orgs can be requested.
Projection No.	Type the last valid projection number. If left blank, only the amounts entered by DCN will appear in the Managers Projection column.
Fiscal Year:	Type the year of the projection.
Annual Plan:	Defaults to **Y** (yes).
Print:	Defaults to **Y** (yes) to remote print.
Remote ID:	Type the remote printer number.
Route To :	Type the data to identify who requested the report (e.g., name, bin number, etc.).

4. Press **Enter**. The message indicating that the print job has been submitted is displayed at the bottom of the screen.

Report Output

There are five individual reports generated with each request. Each summary report contains the same informational breakdown. Calculations are based on all appropriations. The four subreports (Salary and Benefits, Travel, Training, and All Other) are used to arrive at the Agency-Wide Appropriation Total report.

RUN DATE:	AGENCY MANAGERS PROJECTION					
						FISCAL YEAR XXXX
ORGANIZATION	FISCAL YEAR PLAN	CUMULATIVE OBLIGATIONS	% CURRENT FY	MANAGERS PROJECTION	TOTAL CAS/MANAGER'S PROJECTION	BALANCE MANAGERS PROJECTION

Figure 43: Agency Managers Projection Report

The output report is displayed showing the following fields:

Field	Description
Organization	Accounting code and description of the Department, office, region, special operations, or program is displayed.
Fiscal Year Plan	Annual plan amount is displayed.
Cumulative Obligations	Actual CAS obligations are displayed.
% Current FY	Percent of PLAN dollars obligated is displayed.
Managers Projection	Data from the Projection Report, Funds Control pending commitments and obligations, salary and benefits adjustment input, and unpaid pay periods is displayed.
Total CAS/Managers Projection	Total of Cumulative Obligations and Managers Projection is displayed.
Balance Managers Projection	Balance of funds available is displayed: PLAN minus Total CAS/Managers Projection. Also, the difference between PLAN and Total CAS/Managers Projection are provided in the Subtotal and Total fields for each appropriation to include all Orgs.

Organization Managers Projection

Organization Managers Projection report is Option 5 on the Funds Control System - Projections screen. This option provides a status of funds report by accounting code for an individual organization. It also combines CAS data, pending Funds Control obligations/commitments, and projection data and compares to FY PLAN dollars to provide the balance available.

Note: Report 1, Salaries and Benefits Projection Report must be executed prior to this report.

Note: This report is only available in print.

To Select This Option:

1. Type **5** or **SD** at the **Enter Report Code** prompt on the Funds Control System - Projections screen.

```
                    FUNDS CONTROL SYSTEM - PROJECTIONS
    REPORT         REPORT
     CODE          TITLE

   1. SBP   SALARIES AND BENEFITS                          ORG:
   2. AR    ACTIVITY REPORTS                           PROJ. NO.:   ___
   3. SS    AGENCY MANAGERS PROJECTION
   4. SA    APPROPRIATION MANAGERS PROJECTION
   5. SD    ORGANIZATION MANAGERS PROJECTION
   6. SAO   AGENCY MANAGERS PROJECTION BY OBJECT CLASS        FY:




                                                ANNUAL PLAN: Y
         ENTER REPORT CODE   SD                       PRINT: Y
                                                  REMOTE ID:
                                                    ROUTE TO:
    PLEASE ENTER THE REMOTE ID (LOCAL IS FOR USDA-NFC)
       CLEAR=EXIT       ENTER=SEND      PF1=MAIN MENU      PF2=PRIOR MENU      PF3=REFRESH
```

Figure 44: Funds Control System - Projections (Organization Managers Projection) Screen

2. Complete the fields as follows:

Field	Description/Instruction
ORG:	Type the organization code.
Proj. No.:	Do not enter data in this field. A new project number is displayed in this field. Press Enter.

Field	Description/Instruction
FY:	Type the year of the projection.
Annual Plan:	Defaults to **Y** (yes).
Print:	Defaults to **Y** (yes) to remote print.
Remote ID:	Type the remote printer number.
Route To:	Type the data to identify who requested the report (e.g., name, bin number).

3. Press **Enter**. The Organization Managers Projection screen is displayed.

Report Output

There are five individual reports generated with each request. Each summary report contains the same informational breakdown. Calculations are based on all appropriations. The four subreports (Salary and Benefits, Travel, Training, and All Other) are used to determine the Organization-Wide Summary report.

The output report is displayed showing the following fields:

Field	Description
Organization	Accounting code and description of the Department, office, region, special operations, or program assigned are displayed.
Fiscal Year Plan	Annual plan is displayed.
Cumulative Obligations	Actual CAS obligations are displayed.

Field	Description
% Current FY	Percent of PLAN dollars obligated is displayed.
Managers Projection	Data from the Projection report, Funds Control pending commitments and obligations, unpaid pay periods, and salaries and benefits adjustment input is displayed.
Total CAS/Managers Projection	Total of Cumulative Obligations and Managers Projection are displayed.
Balance Managers Projection	Balance of funds available: PLAN minus Total CAS/Managers Projection is displayed. Also, the difference between the PLAN and Total CAS/Managers Projection subtotals and totals are provided for the organization to include all appropriations.

Note: A message indicating that the print job has been submitted is displayed at the bottom of the screen.

Agency Managers Projection by Object Class

Agency Managers Projection by Object Class is Option 6 on the Funds Control System - Projection screen. This option is used to execute a status of funds report by budget object class for each accounting code. It also combines CAS data, pending Funds Control obligations/commitments, and projection data and compares to FY PLAN dollars to provide the balance available.

Note: Report 1, Salaries and Benefits Projection Report must be executed prior to this report.

Note: This report is only available in print.

To Select This Option:

1. Type **6** or **SAO** at the **Enter Report Code** prompt on the Funds Control System - Projections screen.

2. Press **Enter**. The Agency Managers Projection by Object Class screen is displayed.

```
                                                    DATE:xx/xx/xx

      ORG       PROJECTION        ORG      PROJECTION       ORG      PROJECTION
      CODE      NO.               CODE     NO.              CODE     NO.

















                                              FISCAL YEAR:
                                              ANNUAL PLAN: Y
                                              PRINT: Y
                                              REMOTE ID:
                                              ROUTE TO:
     ENTER ORGANIZATION CODES AND PROJECTION NUMBERS FOR THE REPORT
       CLEAR=EXIT     PF1=MAIN MENU     PF2=PRIOR MENU     PF3=REFRESH     ENTER=SEND
```

Figure 45: Agency Managers Projection by Object Class Screen

3. Complete the fields as follows:

Field	Description/Instruction
Org Code	Type the organization code.
Projection No.	Type the last valid projection number. If the projection number field is left blank, only the amounts entered by DCN appear in the Managers Projection column.
Fiscal Year:	Type the year of the projection.
Annual Plan:	Defaults to **Y** (yes).
Print:	Defaults to **Y** (yes) to remote print.
Remote ID:	Type the data to identify who requested the report (e.g., name, bin number).
Route To:	Type the data to identify who requested the report (e.g., name, bin number).

4. Press **Enter**. A message indicating that the print job has been submitted is displayed.

Report Output

There are five individual reports generated with each request. Each summary report contains the same informational breakdown. Calculations are based on a summary of all appropriations. The

four subreports (Salary and Benefits, Travel, Training, and All Other) are used to determine the Summary report by object class. The output report is displayed showing the following fields:

Figure 46: Agency Managers Projection by Object Class Report

Field	Description/Instruction
Organization	Each accounting code and description of the Department, office, region, special operations, or program assigned are displayed.
Fiscal Year Plan	Annual plan is displayed.
Cumulative Obligations	Actual CAS obligations are displayed.
% Current FY	Percent of PLAN dollars obligated is displayed.
Managers Projection	Data from the projection report, unpaid pay periods, pending Funds Control commitments and obligations, and object class special projects adjustment information is displayed.
Total CAS/Managers Projection	Total of Cumulative Obligation and Managers Projection are displayed.
Balance Managers Projection	Balance of funds available is displayed: PLAN minus Total CAS/Managers Projection. Also, the difference between PLAN and Total CAS/Managers Projection subtotals and totals are provided for each organizational level to include all appropriations.

Salaries and Benefits Reports

Note: Only Agencies using Projections and Salaries and Benefits will have access to these reports.

The Salaries and Benefits Reports is used to produce reports available in Projections and Salaries and Benefit features. This option provides a menu of report options based on actual CAS Payroll/Personnel data. These reports are available to view employee status and earnings by pay period.

To Select This Option:

1. Type the **Agencycode** at the **Agency** prompt and **2** at the **Select** prompt from the CADI Selection Menu screen.

2. Press **Enter**. The Funds Control System - Report Menu screen is displayed.

Note: Options 1 through 10 and 13 through 14 are not available on the Funds Control System - Report Menu.

```
                    FUNDS CONTROL SYSTEM - REPORT MENU
     REPORT         REPORT
      CODE          TITLE

     1. REC    RECONCILIATION
     2. DCN    TRANSACTIONS WITH NO DCN
     3. RNG    DCN'S NOT IN RANGE TOLERANCE
     4. HST    DCN HISTORY
     5. ACT    ACTIVE (UNMATCHED)
     6. TRN    TRANSACTION HISTORY
     7. SF     STATUS OF FUNDS REPORTS
     8. TVD    TRAVEL DETAIL
     9. TVS    TRAVEL SUMMARY
     10.TRA    TRAINING
     11.PRO    PROJECTIONS
     12.SB     SALARIES AND BENEFITS
     13.PRC    PROCUREMENT REPORTS
     14.AWD    AWARDS

         ENTER REPORT CODE   12


        CLEAR=EXIT        ENTER=SEND        PF1=MAIN MENU        PF3=REFRESH
```

Figure 47: Funds Control System - Report Menu Screen

3. Type **12** or **SB** at the **Enter Report Code** prompt on the Funds Control System - Report Menu screen

4. Press **Enter.**The Funds Control System - Salaries and Benefits screen is displayed.

```
              FUNDS CONTROL SYSTEM - SALARIES AND BENEFITS
      REPORT        REPORT
       CODE         TITLE


     1. ESR   EMPLOYEE STATUS REPORT
     2. EPP   EARNINGS BY PAY PERIOD
     3. EXR   EMPLOYEE EXCEPTIONS
     4. AR    ACTIVE EMPLOYEES














        ENTER REPORT CODE




     CLEAR=EXIT      ENTER=SEND     PF1=MAIN MENU     PF2=PRIOR MENU     PF3=REFRESH
```

Figure 48: Funds Control System - Salaries and Benefits Screen

The report options available on the Funds Control System - Salaries and Benefits screen are listed below with a brief description of each:

Field	Description
1. ESR - Employee Status Report	Provides earnings and total Government contributions by pay period for an employee.
2. EPP - Earnings by Pay Period	Provides earnings for each employee for each accounting code by pay period and object class.
3. EXR - Employee Exceptions	Unavailable.
4. AR - Active Employees	Provides a complete list of employees on the Payroll/Personnel System database.

Note: These report options can only be viewed online.

This section includes the following topics:

Employee Status Report

Employee Status Report is Option 1 on the Funds Control System - Salaries and Benefits screen. This option provides a complete employee payroll status report by pay period showing earnings and Government contribution totals processed through CAS. This report can be retrieved by org, name, or SSN of employee within the specified organization.

To Select This Option:

1. Type **1** or **ESR** at the **Enter Report Code** prompt on the Funds Control System - Salaries and Benefits screen.

```
                  FUNDS CONTROL SYSTEM - SALARIES AND BENEFITS
     REPORT          REPORT
      CODE           TITLE

     1. ESR   EMPLOYEE STATUS REPORT                     ORG:
     2. EPP   EARNINGS BY PAY PERIOD
     3. EXR   EMPLOYEE EXCEPTIONS
     4. AR    ACTIVE EMPLOYEES                           SSN:

                                                         FY:

                                                 EMPLOYEE NAME:
                                                         LAST:
                                                        FIRST:
                                                           MI:




        ENTER REPORT CODE ESR                   PRINT: (Y/N) N
                                                REMOTE ID:
                                                ROUTE TO:
     ENTER REQUIRED INFORMATION ( THE TAB KEYS CAN BE USED   FOR CURSOR MOVEMENT )
     CLEAR=EXIT      ENTER=SEND      PF1=MAIN MENU     PF2=PRIOR MENU     PF3=REFRESH
```

Figure 49: Funds Control System - Salaries and Benefits (Employee Status Report) Screen

2. Complete the fields as follows:

Field	Description/Instruction
ORG:	Type the organization code.
SSN:	Type the SSN. Separated or transferred employees must be query by SSN.
FY:	Type the applicable fiscal year. If this field is left blank, the system defaults to the current fiscal year.
Employee Name:	Not applicable.
Last:	Type all or part of the last name. If part of the last name is entered, an employee list is displayed. Type **X** next to the name. Press **Enter**.

Field	Description/Instruction
First:	Type the first name.
MI:	Type the middle initial. Press **Enter**.
Print:	Defaults to Y (yes) to remote print.
Remote ID:	Type the data to identify who requested the report (e.g., name, bin number).
Route To:	Type the data to identify who requested the report (e.g., name, bin number).

Note: There is no print capability for this report.

3. Press **Enter**. The Employee Status Report screen is displayed.

Note: Report Output - Based on the selection criteria, a two-page report is available displaying the totals by pay period of earnings and Government contributions processed through the Payroll/Personnel System.

Figure 50: Employee Status Report (left side)

The output report is displayed showing the following fields:

Field	Description
Fiscal Year	Fiscal year.
SSN	Employee's SSN.
Last Name	Employee's last name.
First	Employee's first name.
Int.	Employee's middle initial.
Official Change	System generated.
Promotion Date	System generated.
WGI Date	System generated

Field	Description
Pay Period	Pay periods processed during the current fiscal year are displayed.
Hours	Regular hours processed for each pay period is displayed.
Reg Pay	Amount processed for object classes 1101-1149, 118X, and 13XX is displayed.
Awards	Amount processed for object classes 115X is displayed.
Misc Pay	Amount processed for overtime and object classes 116X, 117X, and 119X is displayed.
Total Benefits	Total amount processed for benefits object class 12XX (the right side of report provides the benefit breakdown.)
Total Pay	Total amount processed for all previously mentioned categories is displayed.
Total	Total for all pay periods for each employee is displayed.

Note: **F11** moves to the right side of the report.

Figure 51: Employee Status Report (right side)

The following fields are displayed:

Field	Description/Instruction
Fiscal Year	Fiscal year.
SSN	Employee's SSN.
Last Name	Employee's last name.
First	Employee's first name.
Int.	Employee's middle initial.
Official Change	System generated.
Promotion Date	System generated.

Field	Description/Instruction
WGI Date	System generated.
Pay Period	Pay periods (beginning with PP 20) which processed during the current fiscal year are displayed.
Retirement Pay	Amount processed for retirement is displayed.
Life	Amount processed for life insurance is displayed.
Health	Amount processed for health insurance is displayed.
Hits	Amount processed for Hospital Insurance Tax is displayed.
Thrift	Amount processed for the Thrift Savings Plan (Government portion) is displayed.
Other	Amounts processed for any category other than those listed above are displayed.
Total Benefits	Total amount for all benefits categories is displayed.

Earnings by Pay Period

Earnings by Pay Period is Option 2 on the Funds Control System - Salaries and Benefits screen. This option provides a complete employee earnings report by account code for each pay period and budget object class. This report can be retrieved by name or SSN of employees within the specified organization.

To Select This Option:

1. Type **2** or **EPP** at the **Enter Report Code** prompt on the Funds Control System - Salaries and Benefits screen.

```
                    FUNDS CONTROL SYSTEM - SALARIES AND BENEFITS
     REPORT        REPORT
      CODE          TITLE

     1. ESR   EMPLOYEE STATUS REPORT                    ORG:
     2. EPP   EARNINGS BY PAY PERIOD                ACCT CODE
     3. EXR   EMPLOYEE EXCEPTIONS
     4. AR    ACTIVE EMPLOYEES                          SSN:
                                                         PP:

                                              OBJECT CLASS:
                                              EMPLOYEE NAME:
                                                      LAST:
                                                     FIRST:
                                                        MI:


                                           TOTALS ONLY? (Y/N) N
           ENTER REPORT CODE EPP                   PRINT: (Y/N) N
                                              REMOTE ID:
                                               ROUTE TO:
     ENTER REQUIRED INFORMATION ( THE TAB KEYS CAN BE USED   FOR CURSOR MOVEMENT )
        CLEAR=EXIT      ENTER=SEND     PF1=MAIN MENU     PF2=PRIOR MENU    PF3=REFRESH
```

Figure 52: Funds Control System - Salaries and Benefits (Earnings by Pay Period) Screen

2. Complete the fields as follows:

Field	Description/Instruction
Org:	Type organization code.
Acct Code:	Type the accounting code. Only a single accounting code can be queried and it must be a full accounting code; no wild card. If left blank, all accounting codes will be displayed.
SSN:	Type the SSN to retrieve the record of a single employee. Note: Separated or transferred employees must be inquired by SSN.
PP:	Type the single pay period for the Org. Single pay period data will not be retrieved when the report request is for a single SSN.
Object Class:	Type the object class. If this field is left blank, all of the applicable payroll object classes will be retrieved.
Employee Name:	Not applicable.
Last:	Type all or part of the last name. If part of the last name is entered, an employee list is displayed. Type **X** next to the name. Press **Enter**.
First:	Type the first name.
MI:	Type the middle initial.

Field	Description/Instruction
Totals Only? (Y/N)	Type **Y**, if a total is required for Org or Object Class. The system defaults to **N**.
Print:	Defaults to **Y** (yes) to remote print.
Remote ID:	Type the data to identify who requested the report (e.g., name, bin number).
Route To:	Type the data to identify who requested the report (e.g., name, bin number).

Note: There is not a print capability for this report.

3. Press **Enter**. The Earnings by Pay Period Report screen is displayed

Note: Report Output - Based on the selection criteria, a report is available displaying the total for each account code, by object class, and pay period.


```
ORG                              EARNINGS BY PAY PERIOD
EMPLOYEE NAME
SSN                                       TYPE EMPLOYMENT
GRADE/STEP
PROMOTION
ACCOUNTING CLASS      PP      PP-PROC      HOURS      OBJECT CLASS          AMOUNT




PF1-MAIN MENU      PF2-PRIOR MENU      PF7-PAGE BACK      PF8-PAGE FORWARD      CLEAR-TERMINATE
```

Figure 53: Earnings by Pay Period Report

The output report is displayed showing the following fields:

Field	Description/Instruction
ORG	System generated.
Earnings By Pay Period	System generated.
Employee Name	System generated.
SSN	System generated.
Type Employment	System generated.

Field	Description/Instruction
Grade/Step	System generated.
Promotion	System generated.
Accounting Class	Accounting code that payroll was processed against for a pay period is displayed.
PP	Pay period covered is displayed.
PP-Proc	Pay period processed is displayed.
Hours	Hours processed on the T&A is displayed.
Object Class	Salary and benefit object classes for payroll costs processed for each individual are displayed.
Amount	Total actual payroll amount processed for each object class is displayed. Subtotals are provided at the accounting level and for each pay period.

Active Employees

Active Employees is Option 4 on the Funds Control System - Salaries and Benefits screen. This option provides a complete list of employees on the Payroll/Personnel System database.

To Select This Option:

1. Type **4** or **AR** at the `Enter Report Code` prompt on the Funds Control System - Salaries and Benefits Menu screen.

```
                    FUNDS CONTROL SYSTEM - SALARIES AND BENEFITS
     REPORT        REPORT
      CODE         TITLE

    1. ESR   EMPLOYEE STATUS REPORT                          ORG:
    2. EPP   EARNINGS BY PAY PERIOD                     ACCT CODE
    3. EXR   EMPLOYEE EXCEPTIONS
    4. AR    ACTIVE EMPLOYEES                                SSN

                                            REPORT SEQUENCE    Y
                                            (Y=NAME, S=SSNO)




        ENTER REPORT CODE AR                     PRINT: (Y/N) N
                                                 REMOTE ID:
                                                 ROUTE TO:
    ENTER REQUIRED DATA (ORG CODE, OR ORG CODE AND EMPLOYEE ACCTG OR SSN)
        CLEAR=EXIT     ENTER=SEND     PF1=MAIN MENU     PF2=PRIOR MENU     PF3=REFRESH
```

Figure 54: Funds Control System - Salaries and Benefits (Active Employees) Screen

2. Complete the fields as follows:

Field	Instruction
ORG:	Type the organization.
Acct Code	Type the complete accounting code.
SSN	Type the individual's SSN without spaces or dashes. Press **Enter.**

Note: There is not a print capability for this report.

3. Press **Enter**. The Active Employee Report screen is displayed.

```
                              ACTIVE EMPLOYEE REPORT
      ORG


    ACCOUNTING CODE      SSN          LAST          FIRST          MI




      CLEAR=EXIT    PF1=MAIN MENU    PF8=PG FWD    PF2=PRIOR MENU    PF3=REFRESH
```

Figure 55: Active Employee Report

The output report is displayed showing the following fields:

Field	Description/Instruction
Accounting Code	Accounting code stored in the Payroll/Personnel System database for the employee(s) is displayed.
SSN	Employee's SSN is displayed.
Last	Employee's last name is displayed
First	Employee's first name is displayed.
MI	Employee's middle initial is displayed.

Ad Hoc Inquiry

Ad Hoc Inquiry is Option 7 on the CADI Selection Menu screen. This option provides month-end and weekly data for each master accounting record. Use of the **Enter** key produces data that occurred during the last month's update. Use of the **PF4** key produces data which occurred as of the last weekly update.

To Select This Option:

1. Type the **Agency code** at the **Agency** prompt and **7** in the **Select** prompt.

2. Press **Enter**. The Budget Master Record Listing screen is displayed.

```
                    U.S. DEPARTMENT OF AGRICULTURE
                       NATIONAL FINANCE CENTER              xx/xx/xx
                     BUDGET MASTER RECORD LISTING


                          AGENCY


                  APPROPRIATION..   ---
                  ORGANIZATION...   --
                  BRANCH........    -
                  PROJECT........   --
                  REIMB PROJECT..   ----
                  OBJECT CLASS...   ----


                  TOTALS ONLY?   N
                                        PRINT:     N
                                        REMOTE ID: --------
                                        ROUTE TO:  ---------------


     PF1=MAIN MENU    ENTER=SEND    CLEAR=TERMINATE    PF2=PRIOR MENU  PF4=CURRENT WEEK
```

Figure 56: Budget Master Record Listing Screen

3. Press **Enter** to view data as of the last end-of-month update.

4. Press **PF4** to view data as of the current-week update.

Note: This option can also be accessed through the CADI Selection Menu screen, Option 6, Agency Specific Reports.

No index entries found.